Proposal Guide for the 2013 Montana Office of Public Instruction
Title I Conference

Proposal Submission Guide

The theme of the OPI Title I Conference: "Exploring Frontiers" is about developing new skills for administrators, teachers, paraprofessionals, and other district and school officials to better assist their students in achieving at high levels. The OPI invites education experts to submit proposals for the 2013 conference.

How Do I Submit a Proposal?

The submission process is made up of two steps. The first step is to submit the following information which will allow the selection team to determine which proposals best fit the theme of the conference. The selections will be made in mid-July. The selection committee consists of OPI Title staff.

1. Presentation Title (maximum 100 characters)

2. Description of Presentation (maximum 1000 characters)

3. Relevance to the conference theme (maximum 400 characters)

4. Type of session (Notable Ideas, Proven Strategies, Workshop, Education Team)

5. Presenter information (Name, Title, Organization, Contact details, Biography)

The second round of the submission process will be for those proposals which score the highest in Round 1. Those presentations selected will be notified by mid-September.

1. Session description to be included in the conference program

2. Presenter's biography to be included in the conference program

3. Presenter's opening to introduce the presenter to the audience

4. Presenter's photo for the conference program

5. URL's and descriptions of Web sites if applicable

6. Research base and data if applicable

7.   Video or audio clips if applicable

Session Descriptions

1. **Notable Ideas:** lecture-based sessions with one presenter highlighting the latest in research and theories on education improvement (50 minutes)

2. **Proven Strategies:** lecture-based or interactive sessions featuring practical and proven strategies and programs (50 minutes)

3. **Workshop:** sessions with hands-on applications and/or group activities for practical application (50 minutes or more)

4. **Education Team:** sessions with multiple speakers sharing best and proven practices and programs (50 minutes)

Topics

1. Enhancing family and community involvement

2. Best practices in educational development from early childhood through graduation

3. Support of educational leaders and practitioners to help close the achievement gap in student groups

4. Preparing students for success by improving academic achievement in reading/language arts, mathematics, science, social studies, and technology

5. Alignment and coordination among educational programs

6. Assisting homeless and neglected/delinquent youth in improving high academic achievement

If My Proposal is Selected

Presenters will be notified of their session times and dates by mid-January 2013. Room assignments will be determined by the Title I staff. Presenters must be committed to present on the date and time assigned. Reasonable requests/accommodations will be considered. Presenters will register for the conference through the OPI Web site, and will not be charged the conference attendance fee. However, travel, lodging, and per diem are the responsibility of the presenter. Selected sessions will be scheduled for the dates of the conference at the Heritage Inn in Great Falls, Montana.

No hard copy handouts will be printed by the OPI. All materials (Power Points, handouts, resources, etc.) will need to be submitted to the OPI, and they will be posted electronically on the OPI Web site. Attendees will have the opportunity to download and print materials needed. All submitted items with be turned into PDF files so that the content cannot be changed. Due to software compatibility and

security issues, please bring your own laptop. If this is not possible, please contact the OPI. Overhead projectors will be provided at the conference site.

Important Dates

Proposal submissions open: 6/1/12

Proposal submission deadline: 7/6/12

Notification of acceptance of first review: 7/27/12

Deadline to submit materials for second round review: 8/24/12

Notification of acceptance after second review: 9/21/12

Presentation schedule notification: TBD

Handout and presentation deadline: TBD

Scoring rubric
1st Round
Presentation Title:
Yes-1 pt
No-0 pts

Description of Presentation
3-Description of presentation is well-defined, and allows the reviewer to have a complete understanding of the session and its importance to educating students.
2-Description of presentation is defined, and it allows the reviewer to understand the main points of the session and its importance to educating students.
1-Description of presentation is poorly defined, but it gives the reviewer a general understanding of the basic points of the session and its importance to educating students.
0-None

Relevance to Conference Theme
3-The presentation is extremely relevant to enhancing the skills of administrators, teachers, paraprofessionals, and other district/school staff to assist students in achieving at high levels.
2-The presentation is generally relevant to enhancing the skills of administrators, teachers, paraprofessionals, and other district/school staff to assist students in achieving at high levels.

1-The presentation is vaguely relevant to enhancing the skills of administrators, teachers, paraprofessionals, and other district/school staff to assist students in achieving at high levels.
0-None

Conference Theme Addressed
3-The presentation is well aligned with the conference theme, and it will reinforce the goals developed by the OPI.
2-The presentation is aligned with the conference theme, and it will generally support the goals developed by the OPI.
1-The presentation is vaguely aligned with the conference theme, and does little to support the goals developed by the OPI.
0-None

Type of Session Listed
Yes-1 pt
No-0 pts

Presenter Information
Yes-1pt
No-0 pts

Total points: 12

Scoring Rubric
2nd Round
Session Description for the Conference Program
Yes- 1 pt
No-0 pts

Presenter's Biography for the Conference Program
Yes-1 pt
No-1 pts

Presenter's Opening to Introduce the Presenter to the Audience
3-The opening is creative, introduces the presenter to the audience, and grabs their attention.
2-The opening introduces the presenter to the audience and grabs their attention.
1-The opening introduces the presenter in general terms.
0-None

URL and Descriptions of Web sites if Applicable

Yes -1 pt
No-0 pts

Research Base and Data if Applicable

Yes-1 pt
No-0 pts

Video or Audio Clips if Applicable

Yes-1 pt
No-0 pts

Scoring Rubric-Round 1	0 pts	1 pt	2 pts	3 pts
Presentation Title				
Relevance to Conference Theme				
Conference Theme Addressed				
Type of Session Listed				
Presenter Information				
Total (9 pts)				

Scoring Rubric-Round 2	0 pts	1 pt	2 pts	3 pts
Session Description				
Presenter's Biography				
Presenter's Opening				
URL/web sites				
Research base/data				
Video/audio clips				
Total (max 8 pts)				